

DEVELOPMENT MANAGER JOB DESCRIPTION

A vibrant performing arts community in the greater D.C. metropolitan area since 1983, Washington Revels creates musical and theatrical events, as well as educational programs that celebrate cultural and seasonal traditions from around the world, for and with the diverse communities we serve. Part of a broader organization comprising nine cities across the United States, Revels brings together people of all ages and backgrounds through celebrations of our world's cultural and seasonal traditions. We believe that songs and stories, passed down through generations, embody a collected wisdom that illuminates the past and informs the future. Join us as we celebrate our diverse world through inspiring performances, educational programming, and community participation.

Washington Revels seeks an experienced, energetic and highly personable Development Manager for all aspects of fundraising, including individual and corporate donations, grant applications and administration, special events, and the future development of Major Gift, Planned Giving and Endowment programs.

Washington Revels welcomes all applicants, and does not discriminate on the basis of race, color, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national or ethnic origin or identity, genetic information, political or religious opinion or affiliation, family responsibilities, or any other characteristic protected by law.

COMPETENCIES:

- Familiarity with online CRM products (Tessitura, Blackbaud, LGL, etc.) Washington Revels uses LGL.
- Familiarity with Quickbooks Online in a nonprofit setting
- Familiarity with fundraising in the DMV region broadly, and Montgomery County MD specifically
- A results-driven approach, combined with tact and diplomacy to inspire a largely volunteer community
- Excellent verbal and written communication
- Excellent people skills
- Problem-solving / analysis
- Ability to manage multiple projects simultaneously and meet varying deadlines
- Ability to lead and work collegially with various teams

FUNCTIONS:

1) **Fundraising:** *Work with the Executive Director, Revels staff, and volunteers to develop and execute fundraising plan and activities.*

- Manage and lead grant writing efforts, develop a grant seeking/writing cycle and keep organization on track
- Collegially lead planning and execution of small and large fundraising events
- Coordinate staff and volunteers for fundraising events
- Execute fundraising communications campaigns: draft letters, emails, social media posts, and communications with donors
- Identify event sponsorship leads and prepare solicitation materials

2) **Grant Writing and Administration:** *Support Executive Director and the Development committee in completing grant administration tasks.*

- Identify and apply for federal, state, county, corporate, and foundation grant opportunities

- Work with the Executive Director and organizational colleagues to prepare grant applications and reports
- Maintain Google calendar of regular grant applications and reporting requirements
- Work with Executive Director to prepare grant financials
- Produce, administer and analyze audience surveys and demographic data collection, and prepare reports for internal stakeholders and grant agencies

3) *Donor Relations*: Manage relationships with individual, foundation, and corporate donors and follow up on donor requests for special events.

- Run donation reports, manage mailing and email lists in CRM software and email software
- Manage donation forms and campaigns
- Work with Executive Director or Business Manager to ensure that each donation is properly acknowledged through CRM functions and/or creating and mailing donor thank you letters
- Work with Executive Director on handling special donor requests

PREFERRED EXPERIENCE:

- Prior experience working in a non-profit arts organization.
- Experience with ticketing and/or CRM software (i.e., PatronManager, LGL, Tessatura, etc.)
- Coordinating fundraising events
- Grant writing and administration experience

WORK TECHNOLOGY:

This position operates in a professional office environment with Microsoft, Google Workspace, QuickBooks Online, a web-based development CRM (Little Green Light) and a web-based ticketing system (AudienceView).

WORKPLACE and HOURS:

This is a full-time position. Normal work hours include a standard 40-hour work week, with additional evening and weekend hours as needed. The Revels office is located at Glen Echo Park, with the flexibility to work off-site, as the work itself allows.

COMPENSATION and BENEFITS:

Salary \$58,000-\$65,000 based on experience; paid vacation, sick leave, holidays and personal days.

TO APPLY:

Submit letter of intent, CV, and grant-writing sample to employment@revelsdc.org or via post to:

Washington Revels
Development Manager Search
7300 MacArthur Boulevard
Glen Echo, MD 20812